



Job Announcement: Manager of Special Events and Corporate Giving

This full-time position requires excellent verbal and written communication skills, initiative, creativity, and great attention to detail.

General Responsibilities:

Manages the Center's special events and corporate giving fundraising activities in accordance with policies and objectives as developed by the Board of Directors. Oversees and directs all Center special events activities including volunteer coordination. Develops business partnerships, relationships, and sponsorships. This is an externally focused position.

1. Oversees CSHC's special events fundraising corporate giving and volunteer programs
2. Reviews and researches trade literature, journals, magazines, webinars, videos and attends conferences and seminars within budget in order to develop new ideas, processes, practices, etc. that would increase and enhance CSHC's fundraising activities.
3. Is available beyond the regular office hours of the Center as may be required for special projects and community involvement.

Qualifications:

- A bachelor's degree in marketing, public relations, communications or its equivalent in experience is required.
- 3 years fundraising, marketing, business development, and/or public relations experience is required.
- Demonstrated knowledge of fundraising, grant writing, media relations or similar is required.
- An ability to effectively make recommendations and communicate with all levels of employees is required, as well as excellent verbal and written communication skills.
- Knowledge of fundraising software such as Raiser's Edge is preferred.

The information in this posting is a summary designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. For a full job description, please see the Payroll & Billing Specialist.

Send resume and salary requirements Attn: Julia Felts
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